

The National Parks - America's Best Idea

Since 1916, the American people have entrusted the National Park Service with the care of their most special places – their national parks. The National Park System comprises 417 plus units covering more than 84 million acres, and we share our stories with more than 275 million visitors every year. Taking care of the national parks is a job we love, and the more than 20,000 uncommon men and women of the National Park Service share a common trait: A passion for caring for the nation's special places and sharing their stories. We know you will love working for the National Park Service as much as we do!

Introduction

As part of the new employee onboarding process, this checklist was created to assist you through the first few days, weeks and months as a new employee with the National Park Service. Using the checklist and accessing the helpful websites in this document will assist you through the entire orientation process.

Once you are on board, you'll have access to InsideNPS.gov the NPS Intranet site. Note that until you are granted access (typically during your first week on the job) you may be unable to access some of the sites listed on the checklist. Once you have access, visit the New Employee Orientation Program (NEO) site (https://www.nps.gov/aboutus/neo.htm) to read the NPS Onboarding Handbook and obtain other helpful resources and information about your orientation experience and employment with NPS.

Key Websites

National Park Service http://www.nps.gov

Leave & Earnings Statement http://www.employeeexpress.gov
Training (Coming soon DOI Talent) http://www.doi.gov/doilearn

Association of National Park Rangers http://www.anpr.org

Your Federal Benefits

Health & Life Insurance
Retirement Planning
401K
Flexible Spending Account
Dental & Vision Insurance
Long Term Care Insurance
http://www.opm.gov/retire
http://www.tsp.gov
http://www.fsafeds.com
http://www.benefeds.com
http://www.ltcfeds.com

Human Resources (HR) and New Employee Appointment Paperwork

As a National Park Service Employee, you will be supported by a Servicing Human Resources Office (SHRO) and a centralized Human Resources Operations Center (HROC). Your designated SHRO is available to assist you with HR activities such as employee relations, ethics, training, recruiting, etc.

The HROC, located in Lakewood, Colorado is available to answer questions and process actions related to health insurance, life insurance, retirement, and payroll forms. To contact the HROC please call: 1-877-642-4743. Fax: 303-985-6945

Address:

National Park Service Attention: HROC 12795 W. Alameda Pkwy Lakewood, CO 80228



Your Name:			nter on Duty (EOD) Date:		
Posi	tion,	Title, Pay Plan, Series, Grade:			
You	r Sup	ervisor's Name:			
How to use this checklist This document serves as a list of activities for you to complete with corresponding timelines. While many of the items listed below are transactional (i.e., completing a form), most items involve having important discussions with your supervisor in order to equip you with the foundational knowledge of the National Park Service mission, history, culture, and organization. Use this document in partnership with your supervisor to ensure you receive all of the necessary and beneficial tools and information.					
#	ŧ	Торіс		Links and/or Contacts	
PAR	T A:	BEFORE YOUR FIRST DAY			
1		Complete Background Investigation (eQIP).		http://www.opm.gov/e-qip/	
2		Return security and other forms provided by the Se Office (SHRO).	ervicing Human Resources	SHRO address in your informational email or letter	
3		Return payroll forms provided by the centralized H Operations Center (HROC). These documents show possible and returned to the HROC no later than two new position.	ould be completed as soon as	National Park Service Attention: HROC 12795 W. Alameda Pkwy Lakewood, CO 80228 Fax: 303-985-6945	
4		Review the websites listed under "Your Federal Benefits" section of this document to learn more about the excellent benefits package you are eligible for as a National Park Service employee.		Employee checklist (this document)	
5		Complete Permanent Change of Station (PCS) reloapplicable).	ocation paperwork (if	http://share.inside.nps.gov/sites/comp/a oc/SitePages/Home.aspx	
6		Complete the online training named "NPS Overvie	w".	http://www.nps.gov/training/fundament als/html/NPS_overview.html	
7		Learn more about the National Park Service and younit.	our local park or business	http://www.nps.gov	
PART B: YOUR FIRST DAY					
8		Take the oath of office and complete Affidavit Form of employment.	m (SF-61) on your first day	Provided in advance by your SHRO	
9		Complete OF-306 Form and sign on line 17b on you		Provided in advance by your SHRO	
10		Complete I-9 Form on your first day of employmen forms of ID (valid driver's license, birth certificate,		Provided in advance by your SHRO	

Supervisor

Supervisor

Meet your supervisor and the rest of your department at your park/office.

Meet your Peer Assistance Liaison (PAL), if assigned.

11

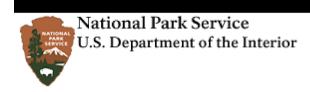
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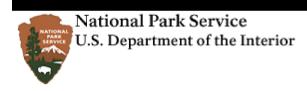
13	Obtain your New Employee Meet and Greet Card from your supervisor. Make sure it includes your office phone number, fax, office address and email address.	Supervisor
14	Take a tour of the building with your supervisor, PAL, or other colleague to find out where communal office equipment is located (fax machine, copiers, etc.). Also review security and safety procedures for the building.	Supervisor
15	Discuss uniform policies with your supervisor and order a uniform (<i>if required</i>). Ask questions about uniform standards, the history of the uniform and what is symbolizes.	Park or Office Uniform Coordinator; Supervisor https://sites.google.com/a/nps.gov/uni form/home/uniform-program-contacts NPS Uniform System https://uniforms.vfimagewear.com/vf web/uniforms/coms/index_lma.htm Reference Manual www.nps.gov/policy/DOrders/DORM 43.doc NPS Uniforms History https://www.nps.gov/parkhistory/onli ne_books/workman1/vol1i.htm
16	Take the Federal Information System Security Awareness + Records Management Training + Privacy Act Orientation + Rules of Behavior for Network Access training to obtain a network user ID, password and email access (if applicable). Access to DOI Learn is not available until 4-6 weeks after you come on board. Your supervisor can provide you with a CD, or access to a computer to complete the training.	https://gm2.geolearning.com/geonext/doi/coursesummary.coursecatalog.geo?id=199500

PART C: YOUR FIRST WEEK

17	View the NPS Director's Welcome video	New Employee Orientation Program Website http://www.nps.gov/av/nri/avElement/aboutus-WelcomeVideoFinalcaptions.wmv http://www.nps.gov/av/nri/avElement/aboutus-WelcomeVideoFinalcaptions.wmv
18	Watch the 45-minute Ken Burns "The National Parks" documentary from the National Park Ken Burn's Screening Event, 26 September 2009 and the We Are Beautiful video; discuss the film with your supervisor.	Supervisor NPS: We are Beautiful https://www.youtube.com/watch?v=Y SvIPznDc04



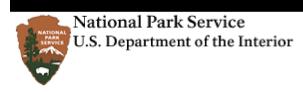
		https://sites.google.com/a/nps.gov/insi
19	Navigate to Inside NPS and make it your home page.	denps/home?pli=1
20	Watch NPS Welcome Webinar	https://sites.google.com/a/nps.gov/nps-f undamentals/home/webinars
21	Discuss your specific work schedule, lunch breaks, and hours of operation with supervisor.	Supervisor
22	Review inclement weather procedures. Sign up for emergency notifications, if available.	Supervisor
23	Review pay and leave policies and understand how to request leave, overtime, compensatory time, and credit hours with your supervisor.	https://www.opm.gov/policy-data-ove rsight/pay-leave/
24	Schedule an appointment to pick up your Department of Interior (DOI) identification and building access card. Talk to your supervisor about the purpose and use of these cards.	Supervisor
25	Work with your supervisor & IT Department to determine IT equipment and needs.	Supervisor / IT
26	Review Employee Assistance Program (EAP)	https://www.doi.gov/pmb/hr/eap
27	Review and discuss position description and performance standards with your supervisor.	Supervisor
28	Review the following Federal Government policies: Prevention of Sexual Harassment • How to report • Other avenues for relief • Policies • Support Zero Tolerance of Discrimination Workplace Violence Illegal Drug Use Weingarten Notice (for employees covered by a bargaining unit agreement) Employee Relations Policies including CorePlus Whistleblower Protection Ombuds Office	EEO and Diversity Policies https://sites.google.com/a/nps.gov/em ployeecenter/relevancy-diversity-and- inclusion/policies Ethics https://sites.google.com/a/nps.gov/em ployeecenter/ethics Sexual Harassment Prevention https://sites.google.com/a/nps.gov/em ployeecenter/employee-support-optio ns/sexual-harassment-prevention-1 Other Policies https://sites.google.com/a/nps.gov/em ployeecenter/employee-center/nps-pol icies Ombuds Office https://sites.google.com/a/nps.gov/em ployeecenter/employee-support-optio ns/ombuds Weingarten Notice- Check region



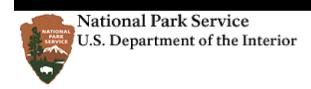
29	Introduction to Fundamentals and Essentials.	NPS Fundamentals https://sites.google.com/a/nps.gov/nps-fundamentals/home?pli=1
30	Meet with your supervisor at the end of the week to discuss how your first week went, any surprises, challenges, and how to prepare for the next week.	Supervisor

PART D: YOUR FIRST MONTH

31	Review your electronic Official Personnel Folder (eOPF). Print your Notice of Personnel Action (SF-50).	https://eopf.nbc.gov/doi/
32	Sign into Employee Express and review and print your 1st Leave and Earnings Statement (LES). Add your Emergency Contact information to that site. Review the site and see what other changes to your benefits and allotments you can make on this site. You should receive your password and ID in the mail about 3-4 weeks after your first day on the job. More information on how to read your LES can be found in the employee Onboarding Handbook. To access Employee Express, you'll need a Personal Identification Number (PIN). You can request a PIN by calling 478-757-3030 or 1-888-353-9450. Upon receipt of the PIN, you can change it.	Employee Express http://www.employeeexpress.gov/ New Employee Onboarding Handbook https://www.nps.gov/aboutus/upload/ Employee-Handbook-Final.pdf
33	Review the federal holiday schedule with your supervisor.	Employee Center https://www3.ibc.doi.gov/services/hr/payroll/payrolltopics/payrollschedules.cfm
34	Complete the DOI purchase/travel credit card application and take required training, if applicable.	Everything Charge Card https://sites.google.com/a/nps.gov/nps ccprogram/
35	Talk with your supervisor about your eligibility for career ladder promotions, step increases and Telework in the future.	Supervisor
36	Talk with your supervisor about obtaining business cards (if applicable).	Supervisor
37	Review the goals and mission of your work unit and the NPS by reading strategic plans, business plans, management policies, etc. Discuss with your supervisor how your work contributes to the local and NPS mission.	Supervisor
38	Register for the first residential course of the NPS Fundamentals Training Program and attend within your 1 st year. <i>The Fundamentals program is limited to new permanent employees within their first two years of employment (EOD date). If there is space available, the program will consider those who are within their third year of permanent employment, are in Pathways, or are Term employees.</i>	NPS Fundamentals http://www.nps.gov/training/fundamentals/html/index.html
39	Meet with your supervisor at end of 30 days to discuss how your first month went, any surprises, challenges, etc.	Supervisor



	Review the following list of <u>trainings</u> . Check with your supervisor to see which ones are applicable to your position and timeframes for completing them.	
	☐ Discrimination and Whistleblowing in the Workplace (No FEAR). Required every 2 years. The 2018 version of the No FEAR online training course is currently available.	https://gm2.geolearning.com/geonext/doi/coursesummary.coursecatalog.geo?id=199597
	☐ Federal Information System Security Awareness + Records Management Training + Privacy Act Orientation + Rules of Behavior for Network Access.	https://gm2.geolearning.com/geonext/doi/coursesummary.coursecatalog.geo?id=199500
	☐ Equal Employment Opportunity Training. Annual requirement. 1-hour forums or courses are usually offered by bureau and program EEO offices throughout the year.	https://www.eeoc.gov/
	☐ Diversity Training. Annual requirement . 1-hour forums or courses are usually offered by bureau and program Diversity and Civil Rights offices.	https://sites.google.com/a/nps.gov/employeecenter/relevancy-diversity-and-inclusion/employee-resource-groups
40	☐ Ethics and Awareness Online Training Course. Annual requirement.	https://www.oge.gov/
	☐ Safety Training.	https://sites.google.com/a/nps.gov/nps -operational-leadership/
	☐ Charge Card Training.	https://gm2.geolearning.com/geonext/doi/coursesummary.coursecatalog.geo?id=203251
	☐ Uniformed Services Employment and Reemployment Rights Act (USERRA). Annual requirement for Supervisors, Managers and Human Resources personnel.	https://gm2.geolearning.com/geonext/doi/coursesummary.coursecatalog.geo?id=214975
	☐ Veteran Employment Training. Annual requirement for Hiring Managers and HR Professionals.	https://gm2.geolearning.com/geonext/doi/coursesummary.coursecatalog.geo?id=214973
	☐ Telework Training. One-time requirement . Online courses are available: <u>Telework for Employees</u> and <u>Telework for Managers</u> .	



PART E: YOUR FIRST 60 DAYS

41	Health Insurance Election form (SF-2809) must be turned into the HROC within first 60 Days.	http://www.opm.gov/insure/
42	Life Insurance Election form (SF-2817) must be turned into the HROC within first 60 Days.	http://www.opm.gov/insure/
43	Flexible Spending Account (FSA) / Dental / Vision / Long Term Care Elections must be made within first 60 Days. To complete enrollment you must go to the individual websites and register.	http://www.fsafeds.com http://www.benefeds.com http://www.ltcfeds.com
44	Access the Thrift Savings Plan (TSP) website with the Pin information you received in the mail.	https://www.tsp.gov/index.shtml
45	Meet with your supervisor to discuss and develop your Individual Development Plan (IDP).	http://www.nps.gov/training/LD/html/idp.html
46	Meet with your supervisor at end of your first 60 days to discuss how things are going, any surprises, challenges, areas for improvement, etc.	Supervisor

PART F: YOUR FIRST 90 DAYS

PART G: YOUR FIRST YEAR

48		Provide your supervisor with your accomplishments for the fiscal year. The fiscal year ends on Sept. 30 th of each year.		
49		Complete the first residential course of the NPS Fundamentals Training Program. The Fundamentals program is limited to new permanent employees within their first two years of employment (EOD date). If there is space available, the program will consider those who are within their third year of permanent employment, are in Pathways, or are Term employees.	NPS Fundamentals http://www.nps.gov/training/fundame ntals/html/index.html	
50		Register for the second residential course of the NPS Fundamentals Training Program and attend within your first two years of employment.	NPS Fundamentals http://www.nps.gov/training/fundame ntals/html/index.html	
51		The end of the year is a good time to review your Thrift Savings Plan (TSP) contribution elections. Go on the TSP website to make any adjustments in your contributions.	https://www.tsp.gov/index.shtml	
	Congratulations on your One Year Anniversary with the National Park Service!!			